



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

DEC 16 2010

MEMORANDUM FOR DISTRIBUTION

Subj: FINANCIAL MANAGEMENT AWARDS

Ref: (a) DoD FMR, Vol 1, Chapter 6

Encl: (1) Criteria and Procedures for ASN(FM&C) Awards  
(2) ASN(FM&C) Award Nomination Form

The purpose of this memorandum is to encourage nominations for the Assistant Secretary of the Navy (Financial Management & Comptroller) (ASN(FM&C)), Under Secretary of Defense (Comptroller) (USD(C)), and the American Society of Military Comptrollers (ASMC) award programs. These award programs recognize outstanding accomplishments made by both individuals and teams for a variety of financial functions. The DON FM community has a dedicated workforce at all echelon levels and it is important to appropriately recognize their accomplishments.

The ASMC nomination deadline is 31 January 2011. The criteria and nomination forms for individual nominations and team nominations can be found at the ASMC website: [www.asmonline.org](http://www.asmonline.org). These nominations do not require Departmental endorsement and should be submitted directly to ASMC.

The nomination deadline for the ASN(FM&C) awards program is 15 March 2011. These awards will be presented by the ASN(FM&C) at the Navy/Marine Corps Service Day at the American Society of Military Comptrollers Professional Development Institute (ASMC - PDI) in Minneapolis, MN on 1 June 2011. Nominations are to be based on the performance cycle of 1 October 2009- 30 September 2010, and should be prepared in accordance with the guidance at enclosure (1).

Although USD(C) has not currently provided a due date, it is anticipated that the USD(C) award nominations will be due in March. Nominations are to be submitted by 4 March 2011 to allow review prior to the OASN(FM&C) submission to OSD. Therefore, nominations associated with DON commands should not be forwarded to USD(C) directly. Detailed information concerning USD(C) awards is provided in reference (a). Note that the USD(C) awards are based on performance during calendar year 2010.

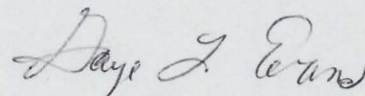


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Though the eligibility criteria and nominating procedures vary by award, there are certain common elements that each nomination should reflect:

- Narratives should include specific examples of the significant contributions made by the individual or team. Factors may include cost reductions or savings, process improvements, streamlining, improved accuracy or timeliness, or enhanced customer service. Details that support the contribution or benefit received should be provided.
- Narratives must not exceed the length specified for that award, or the nomination may not be considered. Close attention should be paid to the requirements for each award.
- An individual's performance appraisal should not form the basis for the award narrative. While these appraisals address the individual's performance against specific standards, they often do not contain the specific financial improvement actions needed to be competitive with other nominations.
- The same contribution can be nominated for several awards. Nominations should be tailored to meet the criteria and format for each award.

Our financial managers are among the best within the Department of Defense, and it is important that their contributions be recognized. To ensure maximum participation, commands should ensure that this memorandum is widely disseminated. Nominations for both ASN(FM&C) and USD(C) awards should be submitted to the Office of the Assistant Secretary of the Navy (Financial Management & Comptroller), FMH-1, 1000 Navy Pentagon, Washington, DC 20350-1000. Nominations may also be faxed to FMH-1 at 703-692-9439 (DSN 222-9439) or emailed to Dick.Reed@navy.mil. Please call Mr. Reed at 703-692-4839 to verify receipt.



**Gaye L. Evans**  
**Special Assistant for Human Capital**

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AWARDS PROGRAM

## CRITERIA & PROCEDURES

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### Award Criteria

Nominations for ASN (FM&C) Financial Management awards must be based on achievements during the appropriate year-long period. Any DON civilian or military employee or team of government employees (no contractors) who has made a significant contribution to the improvement of financial management is eligible for an award. Though the criteria and procedures vary slightly for individuals and teams, there are certain common elements that each nomination should reflect:

- Narratives should include specific examples of the significant contributions made by that individual or team. Factors supporting the nomination may include cost reductions and or savings, process improvements, streamlining, improved accuracy or timeliness, or enhanced customer service. Specific examples and factual details that support the contribution or benefit received should be provided.
- Justifications must not exceed the length specified (single page).
- An individual's performance appraisal should not form the basis for the award narrative.
- The same contribution can be nominated for several awards. Nominations should be tailored to meet the criteria for each award.

Awards are presented to individuals and teams for a variety of significant achievements at each of two different Command levels; Echelon II Commands and above, and Echelon III Commands and below. For individuals, the appropriate Command level is dictated by the nominee. For teams, the Command level is dictated by the Team Lead. If more than one Command is represented on the Team, this level is dictated by the lead Command. Award areas and specific definitions follow. In the individual awards, the human capital category has been resurrected in an attempt to recognize the work of mentors to trainees and associates as well as the other efforts of the workforce. Additionally, because there has been an increased number of team nominations over the past couple of years and in an attempt to more closely harmonize the ASN(FM&C) awards with the USD(C) award program, three categories for team awards have been established.

### ***Individual Awards***

**Accounting** – this award recognizes efforts generally concerned with management of an accounting operation, work on the development or implementation of accounting systems



and procedures, or active efforts in day-to-day accounting operations. Individuals who work on financial reporting may also be nominated for this award.

**Budgeting** – this award recognizes excellence in budgeting responsibilities, to include formulation, justification, review and execution, as well as consulting, analysis and technical advice for peers and management, both for hands-on efforts and or supervisory responsibilities in the budget process.

**Comptrollership** – this award is intended to recognize the efforts of Comptrollers or Deputy Comptrollers whose financial management responsibilities extend across their Command. A Comptroller or Deputy Comptroller has a primary staff responsibility for obtaining, administratively controlling, and accounting for resources needed by the Command to execute its mission.

**Trainee/Associate** - this award recognizes outstanding individuals in the Department of the Navy Financial Management Trainee or Associate Programs who have made significant contributions in at least one area of comptrollership. Nominees must have been in the FM Trainee (FMTP) or FM Associates (FMAP) programs for a minimum of six months of the awards performance cycle (1 April 2009 – 31 March 2010).

**Human Capital** – this award recognizes significant efforts in developing the DON FM workforce, including education, training and career development responsibilities. It specifically includes, but is not limited to, FMTP or FMAP Mentors.

### ***Team Awards***

**Comptrollership** – this award is intended to recognize an outstanding team effort on some significant aspect of Comptrollership operations, and may include accounting, auditing, budgeting, financial analysis or any other aspect of the continuing operations of a Comptroller's Office.

**Financial Management Initiative** – this award is for team efforts to develop and implement new and or improved financial management programs, and is distinct from process improvements. Examples would include a new program for reducing unmatched disbursements, or for improving funds control, or to correct a deficiency discovered during an audit.

**Financial Management Process Improvement** – this award is for team efforts to improve existing financial management processes, and is distinct from new or improved financial management programs. This could include, but not limited to, better reporting of financial information, the use of Lean Six Sigma to create and implement process improvements, or even eliminating a process that no longer adds value.

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**Nomination Form – INDIVIDUAL NOMINEES**

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**Award Category**

Award Area: \_\_\_\_\_ Civilian \_\_\_\_\_ Military

Command Level: \_\_\_\_\_ Echelon II, or Above \_\_\_\_\_ Echelon III, or Below

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**Nominee Information**

Name: \_\_\_\_\_  
*grade/rank first MI last*

Position Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

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**Nominator Information**

Name: \_\_\_\_\_  
*grade/rank first MI last Service/Agency*

\_\_\_\_\_  
*signature date*

Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

Facsimile: \_\_\_\_\_  
*DSN Area Code Commercial*



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**Nomination Form – TEAM NOMINEES**

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**Award Category**

Functional Area:    \_\_\_\_\_ Comptrollership                      \_\_\_\_\_ New FM Program  
                                 \_\_\_\_\_ FM Process Improvement

Command Level:    \_\_\_\_\_ Echelon II, or Above                      \_\_\_\_\_ Echelon III, or Below

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**Nominee Information**

Team Name: \_\_\_\_\_

Team Leader: \_\_\_\_\_  
                                 *grade/rank*                      *first*                      *MI*                      *last*                      *Service/Agency*

Team Members (names only): \_\_\_\_\_  
                                 \_\_\_\_\_

*(If more space is needed, list all Team members on an attachment and note this here.)*

Office Address: \_\_\_\_\_  
                                 \_\_\_\_\_

Telephone: \_\_\_\_\_  
                                 *DSN*                      *Area Code*                      *Commercial*

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**Nominator Information**

Name: \_\_\_\_\_  
                                 *grade/rank*                      *first*                      *MI*                      *last*                      *Service/Agency*

\_\_\_\_\_  
                                 *signature*    *date*

Office Address: \_\_\_\_\_  
                                 \_\_\_\_\_

Telephone: \_\_\_\_\_  
                                 *DSN*                      *Area Code*                      *Commercial*

Facsimile: \_\_\_\_\_  
                                 *DSN*                      *Area Code*                      *Commercial*

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## JUSTIFICATION

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Name: *(Individual or Team)*

Tasking or Challenge: *Provide a short description of the assignment of the individual or team.*

Accomplishment: *Note the accomplishment contributed to SECNAV, ASN (FM&C), CNO and or CMC strategic objectives. Be specific; include the significance of the accomplishment (e.g. costs savings, cost avoidance, etc.) The Justification overall must not be longer than a single page.*